

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ADOPT-A-HIGHWAY PROGRAM**

SAFETY RULES AND GUIDELINES FOR VOLUNTEERS

All Volunteers Must:

- ∞ view the North Carolina Adopt-A-Highway Safety Video prior to participation in a cleanup (safety video is available from your Adopt-A-Highway Coordinator or may be viewed from our Web site @ www.ncdot.org/~adopt-a-highway)
- ∞ wear a Department approved orange Adopt-a-Highway safety vest
- ∞ park all vehicles clear of the roadway and on the same side of the road where volunteers are working
- ∞ be 12 years of age to participate in a cleanup
- ∞ furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants 12-17 years of age
- ∞ pick up litter only during daylight hours
- ∞ not pick up trash on the road surface and shall stay off the road at least 5 feet from the pavement edge
- ∞ obey all safety rules and guidelines
- ∞ conduct a safety meeting for all participants prior to each cleanup and go over Safety Rules and Guidelines for Volunteers and Safety Procedures for litter pickup

For Your Safety:

- ∞ view the Colorado Meth Lab Waste Recognition Video prior to participating in a cleanup (you may view this video from our Web site @ www.ncdot.org/~adopt-a-highway)
- ∞ wear light-colored clothing that covers arms and legs
- ∞ wear leather shoes or boots, gloves, a hat and safety glasses
- ∞ wear clothing that will not divert attention of motorists during cleanup activities
- ∞ wear clothing that will not impair vision or movement during cleanup activities
- ∞ work in small groups
- ∞ face oncoming traffic when picking up litter and look up often to ensure that no vehicle is encroaching your work area
- ∞ stay well clear of any construction
- ∞ stop work in inclement weather
- ∞ during warm weather months, drink plenty of fluids – take breaks – avoid overexertion
- ∞ during cold weather months, dress warmly with layered clothing
- ∞ be alert for snakes, stinging insects and poisonous plants
- ∞ do not remove hazardous substances or dead animals (notify your local Adopt-A-Highway Coordinator and tell him/her the location of the item)
- ∞ avoid contact with noxious weeds and areas where herbicides were applied
- ∞ carpool to the site to reduce number of vehicles
- ∞ use proper lifting and bending techniques

Volunteers Must Not:

- ∞ use or possess illegal drugs or alcohol during a cleanup
- ∞ pick up trash on bridges, on overpasses or in tunnels
- ∞ pick up trash on a median
- ∞ pick up what appears to be hazardous material (notify your Adopt-A-Highway Coordinator if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground)
- ∞ attempt to squeeze bags to make room for more trash (injuries can result from broken or jagged objects)

In Case of Emergency:

- ∞ have an adequate first-aid kit immediately available
- ∞ select an emergency room/hospital and know the route from the work area to the designated place of treatment facility
- ∞ have transportation immediately available

For the Safety of Department of Transportation Crews: Group the orange bags together and where practical place them at least 8 feet from the side of the road to make the job of collecting bags easier and safer for our Department of Transportation employees

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SAFETY PROCEDURES

LITTER PICKUP FOR ADOPT-A-HIGHWAY VOLUNTEERS

Hazard Review

**Moving Traffic
Animals
Slip, Trip or Fall**

**Poisonous Plants/Insects/Snakes
Unknown/Unlabeled Substances
Hidden/Sharp or Broken Objects**

**Overcrowding of
Workers**

1. Review safety rules and guidelines, appropriate dress and other pre-pickup checks.
2. Park in areas that provide safe entrance and exit of the pickup area; do not create potential conflicts with other vehicles and equipment operating near the work area; and provide maximum protection for workers getting in and out of the vehicles.
3. Wear appropriate personal protective clothing as described in the "For Your Safety" section of Safety Rules and Guidelines for Volunteers.
4. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold temperatures.
5. Be aware of poisonous plants, insects, snakes, animals and animal waste products and carcasses. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
6. Be aware of routes for medical care in case of emergency. It is a good practice to face oncoming traffic while on foot.
7. Be aware of loose material, tripping hazards, uneven ground and other obstructions. Do not pick up in ditches.
8. Allow ample space for each person to work safely.
9. Place tools in safe position so that sharp points are not exposed.
10. Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
11. Be aware of hazardous materials and objects and notify proper authorities (police or your local Adopt-A-Highway Coordinator).
12. Use caution when handling trash bags containing broken or sharp objects.
13. Place trash bags well clear of roadway traffic and where they may be easily retrieved by Department of Transportation personnel.
14. If you dispose of your group's litter-filled bags, use proper lifting techniques when loading trash bags.